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[REDACTED]

Execution of Termination Secrecy Agreement.

A paper has been written requesting that the Office of General Counsel provide an opinion on the legal need for execution of the Termination Secrecy Agreement.

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[REDACTED] Part-Time Employment  
(Recommend it be rewritten to read):

"Part-time employment" is work or services for personal reasons, . . . with the Agency.

(a) Security approval is not required for part-time employment which clearly reveals no security implications however notification of intent to take part-time employment will be transmitted in an original and three copies through administrative channels for endorsement by the Operating Official concerned. An information copy with endorsement shall be forwarded to the Director of Security and the Director of Personnel no later than two (2) weeks prior to commencement of the part-time employment.

(b) The notification of part-time employment will include the name of the prospective employer, employer's address, type of work, salary, dates, and hours of work. The individual's supervisor will comment whether the part-time employment will adversely affect that individual's working efficiency in the Agency or conflict with his duties.

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[REDACTED]

Contacts with Representatives, Citizens, and Employees  
of Foreign Countries.

Change "employees Activity Branch" to read "External  
Activities Branch."

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**Private Foreign Travel**  
(Recommend paragraphs cited be rewritten as follows):

(a) Requests for Travel

- (1) Personnel who are planning . . . The Operating Division(s) responsible for the area(s) concerned shall be advised by the Office of Security when such travel is approved.
  - (4) When authorization for private foreign travel to a risk of capture area is granted, the Director of Security shall notify the individual to report, not more than 10 days before departure to the Office of Security

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approved for travel to non-risk of capture areas will not be required to report for a security briefing unless the Office of Security determines that such a briefing would be beneficial to the traveler in a specific instance or should the employee request security guidance concerning their travel.

- (e) Return to Duty. Immediately upon return to duty from private foreign travel to risk of capture areas, the employee shall report, with his passport, to the Office of Security for an interview. This function shall be [redacted].

nel returning from private foreign travel to non-risk or capture areas will report to the Office of Security any occurrences of a security nature or interest in connection with their travel.

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[REDACTED] Unofficial Courses of Instruction  
(Recommend it be rewritten to read):

- (a) Security approval is not required for enrollment in an unofficial course of instruction which has no security implications, however notification of intent to take such instruction will be transmitted in an original and three copies through administrative channels for endorsement by the Operating Official concerned. An information copy with endorsement shall be forwarded to the Director of Security no later than two (2) weeks prior to course enrollment.
- (b) The notification of intent to enroll in an unofficial course of instruction shall state the subjects to be studied, address and name of school, the full name or names of the instructors or private tutors, and dates and hours of instruction. The individual's supervisor will comment as to whether undertaking the course of instruction will adversely effect the employee's performance of his duties.
- (c) Participation as an instructor in unofficial courses of instruction is construed as part-time employment, and the employee will comply with [REDACTED] above.

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Security Approvals for Liaison Contacts.

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Delete External Activities Branch in paragraph [redacted]  
Clearance Division has this responsibility.

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[REDACTED]

[REDACTED] Responsibilities for Briefing  
(Recommend it be rewritten to read):

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(b) Briefings before departure to an area designated "D" will be provided by the Office of Security, and at its option by the Operating Division responsible for the area, and by such other components as may be deemed beneficial. These briefings will be arranged by the Office of Security which will make the appropriate certification after they have been given.

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[REDACTED]

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Employee Emergencies and Unforeseen Absences.

Change paragraph [REDACTED] to read External Activities  
Branch.

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Alien Affairs.

The Alien Affairs Officer is in the process of  
rewriting these regulations.

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Change Employees Activity Branch to read External Activities Branch. Rewrite paragraph 7 to reflect current Office of Security organization.

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[REDACTED]

Change Employees Activity Branch to read External Activities Branch in paragraphs 2a(8)(e); 2c(1)(d); and 2c(1)(g).

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